SITE INSTRUCTIONS FOR RUNNING THE GPRA "QUARTERLY" REPORT

These instructions provide specific information about the menu options you must choose in order to generate the correct output for this reporting requirement. (Please note that you will not be able to generate this report unless you have installed CRS Version 5.1.)

To run your GPRA "quarterly" report:

1. At the IHS/RPMS Clinical Reporting System menu, select CI05 (CRS 2005).

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                 ****************************************************
                 **    IHS/RPMS CLINICAL REPORTING SYSTEM (CRS)    **
                 ****************************************************
                                   Version 5.1

                                  DEMO HOSPITAL


   CI05   CRS 2005 ...
   GP04   GPRA+ FY04 ...
   GP03   GPRA+ FY03 ...
   GP02   GPRA+ FY02 ...

Select IHS Clinical Reporting System (CRS) Option: CI05   CRS 2005
```

2. At the CRS 2005 menu, select RPT (Reports).

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                 ********************************
                 **      IHS/RPMS CRS 2005     **
                 **  Clinical Reporting System **
                 ********************************
                           Version 5.1

                          DEMO HOSPITAL


   RPT     Reports ...
   SET     System Setup ...
   AO      Area Options ...

Select CRS 2005 Option: RPT   Reports
```

3. At the Reports Menu, select NTL (National GPRA Reports).

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                        **************************
                        **   IHS/RPMS CRS 2005   **
                        **     Reports Menu      **
                        **************************
                                Version 5.1

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   NTL     National GPRA Reports ...
   LOC     Reports for Local Use: IHS Clinical Indicators ...
   OTH     Other National Reports ...

Select Reports Option: NTL   National GPRA Reports
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4. At the National GPRA Reports menu, select GP (National GPRA Report).

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                     ************************************
                     **       IHS/RPMS CRS 2005        **
                     **     National GPRA Reports      **
                     ************************************
                                Version 5.1

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   GP      National GPRA Report
   LST     National GPRA Report Patient List

Select National GPRA Reports Option: GP   National GPRA Report
```

5. At the next screen, if the message is The following taxonomies are
   missing or have no entries, you can exit by typing a (^) at any prompt
   until you return to the main menu; follow the directions for taxonomy
   setup in section 4.3 of the CRS Version 5.1 User Manual. If the
   message All taxonomies are present appears, press ENTER.

```
                    IHS 2005 National GPRA Report

This will produce a National GPRA report.
You will be asked to provide the Community taxonomy to determine which
patients
will be included.  This report will be run for the time period July 1, 2004
through June 30, 2005 with a baseline period of July 1, 1999 through
June 30, 2000.  This report will include beneficiary population of
American Indian/Alaska Native only.


You can choose to export this data to the Area office.  If you
answer yes at the export prompt, a report will be produced in export format
for the Area Office to use in Area aggregated data.  Depending on site
specific
configuration, the export file will either be automatically transmitted
directly to the Area or the site will have to send the file manually.

Checking for Taxonomies to support the National GPRA Report...

All taxonomies are present.

End of taxonomy check.  PRESS **ENTER**:
```

6. Type the name of your community taxonomy. (If you don't know the
   community taxonomy, type two question marks (??) to see the entire
   list; for GPRA reporting purposes, the community should be the same as
   the site CHSDA, except in Oklahoma.) GPRA Community

7. Type Y at the "Do you wish to export this data to Area?" prompt.

```
Specify the community taxonomy to determine which patients will be
included in the report.  You should have created this taxonomy using QMAN.

Enter the Name of the Community Taxonomy: **GPRA Community**

Your HOME location is defined as: HOME asufac:  404295

Do you wish to export this data to Area? // **YES**
```

> **NOTE:** When you select Y at Export, the CRS software will
> automatically create a file that begins with "BG05" in the PUB
> directory. This file is different from any files you may create, such
> as a delimited file. You will need to transmit this file to your Area
> Office for inclusion in the Area Aggregate report.

8. At the next prompt, you can select either D or B, depending on your
   Area preference. For more information on these two output options,
   refer to page 115, step 8 of the CRS Version 5.1 User Manual

```
              SUMMARY OF NATIONAL GPRA REPORT TO BE GENERATED

The date ranges for this report are:
     Report Period:          Jul 01, 2004 to Jun 30, 2005
     Previous Year Period:   Jul 01, 2003 to Jun 30, 2004
     Baseline Period:        Jul 01, 1999 to Jun 30, 2000


The COMMUNITY Taxonomy to be used is: BETA TEST COMMUNITIES
The HOME location is: UNDESIG LOCS 808799


Please choose an output type.  For an explanation of the delimited
file please see the user manual.



     Select one of the following:

          P          Print Report on Printer or Screen
          D          Create Delimited output file (for use in Excel)
          B          Both a Printed Report and Delimited File

Select an Output Option: P// B  Both a Printed Report and Delimited File
DEVICE: HOME// 0;P-OTHER80  VT    Right Margin: 80//
```

9.   Select output type: S// FILE – delimited output will be written to a file in pub

```
You have selected to create a delimited output file.  You can have this
output file created as a text file in the pub directory OR you can have the
delimited output display on your screen so that you can do a file capture.
Keep in mind that if you choose to do a screen capture you CANNOT Queue your
report to run in the background!!

        Select one of the following:

          S   SCREEN – delimited output will display on screen for capture
          F   FILE – delimited output will be written to a file in pub

Select output type: S// F  FILE – delimited output will be written to a file
in pub.  Enter a filename for the delimited output (no more than 40
characters): DemoHosp0504

When the report is finished your delimited output will be found in the D;\PUB
directory.  The file name will be DemoHosp0504.txt
```